**Ch. 4 Guided Notes**

Journal

Journalizing

Special Amount Column

General Amount Column

Entry

Double Entry Accounting

Source Document

Invoice

Sales Invoice

Receipt

Memorandum

Proving Cash

**4 – 1 Journals, Source Documents, and Recording Entries in a Journal**

**Using a Journal**

To help save time and become more efficient businesses use a special amount column, which is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ headed with an account title.

These columns are used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ transactions.

When the transaction is not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with an account title it is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Accuracy**

The journal includes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parts of the transaction in a single place.

**Chronological**

Transactions are recorded in a Journal by their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Double Entry Accounting**

Information for each transaction recorded in a journal is called an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The recording of debit and credit parts of a transaction is called double \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accounting

**Source Documents**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check** | **Invoice** | **Sales Invoice** | **Receipts** | **Memorandums** |
|  |  |  |  |  |

**Steps in a Journal Entry**

**1.)**

**2.)**

**3.)**

**4.)**

**4 – 4 Proving and Ruling a Journal**

**Steps to Proving a Journal Page**

**1.)**

**2.)**

**3.)**

**Steps to Ruling a Journal Page**

**1.)**

**2.)**

**3.)**

**4.)**

**5.)**

**Starting a New Journal Page**

**1.)**

**2.)**

**3.)**

**4.)**

**Ruling a Journal at the End of the Month**

**(Same steps to Rule a Journal, with the addition of Totals)**

**1.)**

**2.)**

**3.)**

**4.)**

**5.)**

**Proving Cash**

**1.) Calculate the Cash Balance**

**2.) Verify that the Cash equals the cash on hand at the beginning of the next month.**

**Standard Accounting Practices**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**